



January 30, 2018

Richard Lentz  
Town of Dallas  
1402 1 ½ Ave  
Dallas, WI 54733

Re: Town of Dallas Commercial Building Delegation Request

Dear Mr. Lentz,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Forward to the department any revisions to the ordinance adopting this code.
- Notify the department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that William Koepp will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact Branden Piper at (608) 267-9420 or [branden.piper@wisconsin.gov](mailto:branden.piper@wisconsin.gov) with changes in your contact information.

For your convenience I have attached a link to our delegated agent welcome packet below. This packet contains links to our administrative code, plan review application, submission and inspection checklists, sample letters, petition for variance application and a wealth of FAQs that you may find helpful in your new role.

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2017.pdf>

Our building inspection deputy for your area, Teresa Black, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Chris Joch  
Division Administrator

cc: Teresa Black  
Branden Piper  
Amy Millard